Subject: One Section of the PR215 SCEIS Purchasing Process Course Announced
Audience: Agency Training Coordinators, AST Leads, MM Directors

The SCEIS Training Team is pleased to offer one section of the course, PR215 SCEIS Purchasing Process with SRM 7, on Thursday, October 16, 2014. This course provides participants with the skills to create and manage purchase orders, replenish inventory and carry out other purchasing tasks.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PR215 - Course Information
Course ID/Title: PR215 - SCEIS Purchasing Process with SRM 7

Description: This course covers the purchasing process in SCEIS for both non-inventory agencies and inventory agencies. The course is intended for users with the role of Buyer who create purchase orders.

Participants will become familiar with purchase order document types and understand how to create, change, display and add conditions, such as freight, to purchase orders. Participants will also become familiar with how to purchase items to replenish inventory, including creating source lists and agreements, and assigning material numbers.

Target Audience: Buyers who create purchase orders

Pre-requisite: Participant must be an existing user who creates purchase orders.

PR215 - Section 02 – Fall 2014
Course Dates: Thursday, October 16, 2014
Course Time: 9:00 a.m. to 5:00 p.m.
Course Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at
https://www.surveymonkey.com/s/NMN3L9Y. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.